

CHAPLAIN CANDIDATE IDENTIFICATION DATA

<i>Last Name</i>	<i>First Name & Middle Initial</i>	<i>Social Security #</i>

CHAPLAIN CANDIDATE TRAINING SUPERVISORS

<i>Year</i>	<i>Printed Title, Rank, and Name of Supervisor</i>	<i>Printed Name of Installation</i>	<i>MAJCOM</i>

DEPARTMENT OF THE AIR FORCE
Headquarters Air Reserve Personnel Center
Denver CO 80280-5000

CCPTS

March 1997

**AIR FORCE RESERVE
Chaplain Candidate Proficiency Training Standard (CCPTS)**

1. **Purpose of (CCPTS).** Lists the “Tasks, Knowledge, and Study References” necessary for an Air Force Chaplain Candidate to accomplish training and perform duties. It defines the proficiency levels of candidate training and provides the basis for the candidate’s supervisor to plan and conduct individual training programs. It also provides a convenient record of training completed during the two or three year program.
2. **Recommendations for Changes to CCPTS.** Formal reviews are accomplished annually. We encourage both candidates and candidate supervisors to recommend additions, deletions, or other changes.

Chaplain, Lt Col, Donald G. Smith
HQ ARPC/HCX
6760 E. Irvington Pl #5100
Denver CO 80280-5100
1-800-525-0102, ext 71241
Commercial Phone: 303-676-6480
DSN 926-6480
Commercial FAX: 303-676-6719
DSN 926-6719
donaldeg.smith@arpc.denver.af.mil

3. **Forwarding of CCPTS.** The completed supervisor’s copy of the CCPTS should be forwarded the below address **NLT 30 days** following the conclusion of each candidate training tour to:

HQ ARPC/HCX
6760 E. Irvington Pl #5100
Denver CO 80280-5100

INSTRUCTIONS FOR USE OF CCPTS

1. **PRE-TRAINING.** Candidates should study the CCPTS to obtain a general idea of the types of training activities in which they will be involved during active duty training (ADT). It is recommended that the training supervisor review the CCPTS with the candidate **within three days of the candidate's arrival.** At that time, the training supervisor should place a **pencil check** beside "Tasks, Knowledge, and Study Reference" areas the candidate is expected to experience during that particular ADT tour. The Chaplain Candidate should transcribe all "checked" items from the supervisor's copy of the CCPTS to his/her personal copy of the CCPTS.
2. **IN TRAINING.** Throughout the ADT tour, the training supervisor and candidate should periodically review the CCPTS in light of the training expectations indicated in the pre-training session.
3. **POST-TRAINING.** At the conclusion of the ADT, the training supervisor should again review the CCPTS with each candidate and indicate the proficiency level achieved in each "Task, Knowledge, and Study Reference" area by checking the appropriate level. The candidate should acknowledge the level achieved in the respective areas by initialing the check mark made by the supervisor. Each candidate should transcribe all "checked" and "initialed" entries from the supervisor's copy of the CCPTS to his/her personal copy of the CCPTS.

PROFICIENCY CODE KEY

Level 1 -- Not Applicable

Level 2 -- No exposure.

Level 3-- Limited exposure with basic knowledge about subject and/or basic ability to perform.

Level 4-- Full exposure with competent knowledge about subject and/or competent ability to perform the task.

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HCOI -----Chapel Operating Instructions			
a. Understand the structure of Sunday/Sabbath School Programs			
b. Understand the duties and responsibilities of the Religious Education (RE) Chaplain and/or Director and Coordinator.			
c. Understand budgeting and procurement procedures for the RE material used on the installation			
1. Appropriated Funds			
2. Non-Appropriated Funds			
d. Understand the special religious education programs used on the installation			
1. First Communion			
2. Baptism/Confirmation			
3. Church membership			
4. Bar Mitzvah			
5. Pre-marriage			
6. Adult Education			
7. Vacation Bible School			
4. Readiness			
<u>Study References</u>			
AFI 10-402			
WMP Vol. 1			
ARPC Fact Sheets			
a. Understand need for Combat Ministry readiness			
1. Mobility Processing Line			
2. Mobilization procedures			
3. Types of exercises and inspections			
ORI			
ORE			
QAFA			
b. Understand Chaplain Readiness Team (CRT)			
c. Understand deployment plans			
d. Read Chapel Contingency Support Plan			
e. Participate in mobility exercise			
<i>Tasks, Knowledge, and Study Reference</i>	<i>Year 1 1 2 3 4</i>	<i>Year 2 1 2 3 4</i>	<i>Year 3 1 2 3 4</i>
5. Pastoral Care			
<u>Study References</u>			
AFI 10-402 ----- USAF Mobility Planning			
AFFD 36-27 ----- Social Actions Program			
AFI 36-3204 ----- Disposition of Conscientious Objectors			

AFI 44-120 ----- Drug Abuse Testing Program			
AFI 44-121 ----- Alcoholism Rehab			
AFPAM 36-3110 --- Marriage in Overseas Commands			
AFPD 52-1 ----- Chaplain Service Policies			
AFI 52-101 ----- Chaplain Service Instructions			
AFI 32-4001----- Planning and Operations			
CCF ----- Chapel Continuity File			
HCOI ----- Chapel Operating Instructions			
MCM ----- Manual for Court Martial 1984			
AF Form 1270 ----Chaplain Visitation Report			
a. Understand the counseling responsibility of the chaplain to military personnel and dependents (i.e., marriage and family, pre-marital, military problems, dependent youth problems)			
b. Understand agencies available for referral on the installation and in the surrounding area (i.e., Red Cross, AF Aid Society, Staff Judge Advocate, Legal, Security Police, Social Actions, Family Support Center, City, County Mental Health & First Sergeant)			
c. Understand the techniques used by the chaplain in various settings			
1. Pre and post marriage workshops			
2. Newcomer Briefings			
3. Human Relations, drug and alcohol abuse			
4. Conscientious objectors			
5. Casualty notifications			
6. Disaster Situations			
7. Mobility			
d. Understand and experience the functions of the Chaplain Duty Officer			
Tasks, Knowledge, and Study Reference	Year 1 1 2 3 4	Year 2 1 2 3 4	Year 3 1 2 3 4
6. Visitation/Ministry of Presence			
Study References			
AFI 25-201----- Host/Tenant Support Responsibilities			
AFPD 52-1----- Chaplain Service Policies			
AFI 52-101----- Chaplain Service Instructions			

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c. Observe/participate in installation humanitarian projects/ministries			
9. Social Concern Activities Study References AFPD 36-27 ----- Social Actions Program AFI 44-120 ----- Drug Abuse Testing program AFI 44-121----- Alcoholism Rehab AFPD 52-1 ----- Chaplain Service Policies AFI 52-101----- Chaplain Service Instructions			
a. Understand major social problems on base and in the local community			
b. Understand involvement of the chaplains as a team and as individuals with related social concerns and agencies			
1. The installation social action program			
a. Human relations			
b. Equal opportunity			
c. Drug and alcohol abuse			
2. The installation family support program			
a. Child and spouse abuse			
b. Dependent youth			
c. Separated spouses			
d. Financial responsibility			
e. Young marrieds			
c. Understand the responsibility of the chaplain as advisor to commanders on morale, ethics, morals and personnel welfare			
Tasks, Knowledge, and Study Reference	Year 1 1 2 3 4	Year 2 1 2 3 4	Year 3 1 2 3 4
10. Public Relations Study References AFPD 52-1 ----- Chaplain Service Policies AFI 52-101 ----- Chaplain Service Instructions CCF ----- Chapel Continuity File HCOI ----- Chapel Operating Instructions			
a. Understand media available for promoting the chapel program to the base and community			
1. Base newspaper			

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AFI 52-101----- Chaplain Service Instructions			
CCF ----- Chapel Continuity File			
HCOI ----- Chapel Operating Instructions			
a. Understand the responsibilities of installation chaplains, chaplain service support personnel, and laity			
1. Procurement, use and management of religious facilities, equipment, and material			
2. Monitoring non-appropriated fund accounting records			
3. Budgeting			
a. Appropriated funds			
b. Non-appropriated funds			
c. Morale, welfare and recreations funds			
b. Understand chaplain reports and forms			
1. Chaplain Personnel Roster			
2. AF Form 1270 -- Chaplain Statistical Report			
3. History report			
4. Chaplain Fund			
5. Chapel Offering Certificate			
6. Purchase Order			
7. Chaplain Annual Budget			
c. Understand the procedures for preparing and processing official communications			
d. Understand security requirements and classification of various means of communication			
1. Written material			
2. E-mail transmissions			
3. Voice communication			
4. Computer information			
5. Security clearance			
Chaplain Fund Operations			